



## **TOWN COMMISSION MEETING MINUTES**

**September 26, 2023 at 6:30 PM**

**COMMISSION CHAMBERS - 202 E. MAIN STREET, DUNDEE, FL 33838**

**Phone: 863-438-8330 | [www.TownofDundee.com](http://www.TownofDundee.com)**

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**CALL TO ORDER** by Mayor Pennant at 6:30PM

**PLEDGE OF ALLEGIANCE** led by Mayor Pennant

**INVOCATION** given by Mayor Pennant

**RECOGNITION OF SERGEANT AT ARMS** - Sergeant Anderson

**ORDINANCE #13-08, PUBLIC SPEAKING INSTRUCTIONS** given by Mayor Pennant

**ROLL CALL** given by Town Clerk Douthat

**PRESENT**

Steve Glenn

Bert Goddard

Willie Quarles

Mary Richardson

Sam Pennant

**DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR**

*(Each speaker shall be limited to three (3) minutes)*

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

**APPROVAL OF AGENDA**

Town Manager Davis reported the following changes to the agenda:

Item 7 Resolution 23-27 was added.

Item 10 Discussion and Action, Grapple Truck Repair was added.

Item 5 Revisions were made to Resolution 23-25.

***MOTION TO APPROVE*** the regular meeting agenda with changes made by Glenn, Seconded by Quarles.  
*Passed unanimously.*

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

## **PROCLAMATIONS, RECOGNITIONS AND DESIGNATIONS**

### **1. PROCLAMATION, HISPANIC HERITAGE MONTH**

***MOTION TO SUPPORT*** September 15, 2023 through October 15, 2023 as Hispanic Heritage Month made by Goddard, Seconded by Quarles. *Passed unanimously.*

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

Mayor Pennant read the proclamation into the record.

Shawanda Concepcion and Raisa Garcia accepted the proclamation.

## **NEW BUSINESS**

### **2. MAYOR'S STATEMENT**

Mayor Pennant read the Mayor's Statement into the record.

### **3. RESOLUTION 23-23, ADOPTION OF FINAL MILLAGE RATE FY 2023 - 2024**

Assistant Town Attorney Claytor read Resolution 23-23 in its entirety into the record.

Town Manager Davis gave the analysis.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

***MOTION TO APPROVE*** Resolution 23-23 made by Quarles, Seconded by Glenn. *Passed unanimously.*

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

### **4. RESOLUTION 23-24, ADOPTION OF FINAL BUDGET FY 2023 – 2024**

Assistant Town Attorney Claytor read Resolution 23-24 in its entirety into the record.

Town Manager Davis gave the analysis.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

***MOTION TO APPROVE*** Resolution 23-24 made by Goddard, Seconded by Richardson. *Passed unanimously.*

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

**5. RESOLUTION 23-25, LANDINGS AT LAKE TRASK SUBDIVISION CERTIFIED SUBDIVISION PLAN (CSP)**

Assistant Town Attorney Claytor read the title of Resolution 23-25 into the record.

Town Planner Peterson gave the analysis.

Assistant Town Attorney Claytor stated for the record that by making a motion to approve the resolution, the Town Commission would be making a motion to approve the CSP with conditions; and, if approved, the approval of the resolution would only approve the CSP for Phase two of the project.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

Commissioner Richardson asked about the conditions mentioned in the resolution.

Assistant Town Attorney Claytor explained the conditions.

***MOTION TO APPROVE** Resolution 23-25 made by Quarles, Seconded by Goddard. Passed unanimously.*

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

**6. DISCUSSION, LIVE LOCAL ACT SB 102**

Town Planner Peterson gave the presentation.

**7. RESOLUTION 23-27, BUSINESS IMPACT ESTIMATE POLICY**

Assistant Town Attorney Claytor read the resolution title of Resolution 23-27 into the record and gave the analysis.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

Mayor Pennant asked if a study needed to be done in conjunction with Resolution 23-27.

Assistant Town Attorney Claytor stated that no study is needed.

***MOTION TO APPROVE** Resolution 23-27 made by Quarles, Seconded by Goddard. Passed unanimously.*

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

**8. DISCUSSION & ACTION, RFP 23-05, LAKE MARIE PEDESTRAIN/BIKE TRAIL BRIDGE REPLACEMENT**

Town Manager Davis gave the analysis.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

Assistant Town Attorney Claytor created the motion.

***MOTION TO REJECT ALL BIDS*** and authorize the Town Manager to revise and amend RFP 23-05 and bring it back before the Commission for approval and authorization to publish same made by Goddard, Seconded by Glenn. Passed unanimously.

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

## **9. DISCUSSION & ACTION, RFP 23-06, VETERANS MEMORIAL DESIGN & INSTALLATION**

Town Manager Davis gave the analysis.

Mayor Pennant opened the floor for comments from the public.

Archie Sapp, 703 N Adams Ave asked if the roadway from US 27 to Main St could be changed to Veteran's Memorial Boulevard.

Seeing no further public come forth, the floor was closed.

***MOTION TO APPROVE RFP 23-06*** made by Glen, Seconded by Richardson. Passed Unanimously.

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

***MOTION TO AMEND THE ORIGINAL MOTION TO AUTHORIZE*** Town Attorney to prepare a construction agreement and authorize the Town Manager to take all necessary further actions which includes but is not limited to negotiating and executing the construction agreement and other documents made by Glen, Seconded by Richardson. Passed unanimously.

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

## **10. DISCUSSION & ACTION, GRAPPLE TRUCK REPAIR**

Town Manager Davis gave the analysis.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

Vice Mayor Glenn asked if it would be possible to borrow a truck from another municipality.

***MOTION TO APPROVE*** the 30-day rental of a grapple truck from RDK in an amount not to exceed \$8000.00 made by Quarles, Seconded by Richardson. Passed unanimously.

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

## **11. DISCUSSION, FREEDOM TOUR FOOD BANK DISTRIBUTION**

Town Manager Davis gave the presentation.

Commissioner Richardson thanked Public Works Director Vice and his crew for their hard work with the food bank distribution.

## **12. DISCUSSION & ACTION, SELECTION OF TOWN FLAG**

Town Manager Davis gave the presentation.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

Jessica Farler, 315 5th St S, expressed her disinterest in the options.

Jackie Nickels, 308 Lewis Ct, suggested a different design.

## **REPORTS FROM OFFICERS**

Fire Chief Carbone updated the run totals, updated the Commission on the renovations and bay doors and reminded the Commission that the hydrant testing is underway.

Assistant Town Attorney Claytor gave an update on the Dundee Ridge Plaza easement.

Town Manager Davis thanked Jon Vice for installing the sand cranes on Town Hall. She gave an update on the lighting at Lake Marie. She gave an update on the lighting at the Fire Department. She informed the Commission about the Fall Fest coming up in November including a bake off and scarecrow contest. She updated the

Commission on her trip to Washington, D.C. and the National Black Caucus.

Commissioner Richardson asked about the sign at the depot. She informed the Commission that she had visited local businesses and shared some of their concerns.

## **ADJOURNMENT at 8:50 PM**

**Respectfully Submitted,**

*Trevor Douthat*

Trevor Douthat, Town Clerk

**APPROVAL DATE:** \_\_\_\_\_